

Shelby County Government

MARK H. LUTTRELL, JR.
MAYOR

December 11, 2015

Dr. David M. Morris, J.D.
Morris & McDaniel, Inc.
117 South Saint Asaph Street
Alexandria, VA 22314

RE: RFP #16-007-08, Law Enforcement Promotional Exam Process

Dear Dr. Morris:

We are pleased to inform you that your firm has been selected to develop a validated law enforcement promotional exam process for the ranks of Captain, Lieutenant, and Sergeant, which was issued on the above-described RFP.

A contract for these services will be forwarded to your office for your review and approval. Until then, no work should begin on this project until you receive an official "Notice to Proceed," along with a fully negotiated and executed copy of the contract.

Thank you for your proposal and congratulations on your selection. Shelby County Government looks forward to the successful and timely delivery of this very important service and your company's efforts in reaching this goal.

If you have any questions regarding this letter, please contact Ms. Debra Louis @ (901) 222-2259.

Sincerely,

Clifton Davis
Administrator of Purchasing
Shelby County Government

CD/shw

cc: Steve Leach, SCSO, CAO
Floyd Bonner, SCSO, Chief Deputy
Mary Barkley, SCSO, Human Resources Manager
Shirley Curtis, SCSO, Purchasing Manager
Monika Johnson, Assistant County Attorney
Tonya Blunt, Contracts Administration

VASCO A. SMITH, JR. ADMINISTRATION BUILDING
160 North Main Street • Memphis, TN 38103
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Purchasing Department

160 N. Main, Suite 900
Memphis, TN 38103

(901) 222-2250
Fax (901) 222-2064

Shelby County Tennessee

Mark H. Luttrell, Jr., Mayor

Memorandum

To: Honorable Mark H. Luttrell, Jr.
Shelby County Mayor

From: Clifton Davis, Administrator
Purchasing Department

Date: December 1, 2015

Re: RFP #16-007-08, Law Enforcement Promotional Exam Process

2015 DEC -1 AM 9:05
RECEIVED
PURCHASING DEPT

Shelby County Government on behalf of the Shelby County Sheriff's Office solicited proposals from interested and qualified companies or professionals to develop a validated law enforcement promotional exam process for the ranks of Captain, Lieutenant, and Sergeant. In addition to being advertised, the RFP was issued directly to thirty-nine (39) vendors. Four (4) companies submitted proposals indicating their interest in providing the above-described services.

	Local Business <u>Y/N</u>	Evaluation <u>Score</u>	EOC <u>Number</u>	<u>Proposed Cost</u>
1. Morris & McDaniel, Inc.	N	97.33	EOC-S-0918-26292	\$110,340.00
2. I/O Solutions	N	92.83	EOC-S-0918-26314	\$96,065.00
3. Frye/Joure & Associates	Y	88.17	EOC-S-0117-24989	\$68,000.00
4. Resource Management Assoc.	N	67.67	EOC-S-0918-26304	No Total Provided

An evaluation committee comprised of three (3) members from the Shelby County Sheriff's Office evaluated the proposal responses and determined that the proposal submitted by **Morris & McDaniel** was the most responsive and thoroughly demonstrated their ability to meet the requirements of the Scope of Work described in the RFP. It is the recommendation of the evaluation committee, with the concurrence of the Purchasing Department, that **Morris & McDaniel** be awarded the contract to develop a validated Law Enforcement Promotional Exam Process for the Shelby County Sheriff's Office.

Although I/O Solutions and Frye/Joure & Associates submitted lower costs, their proposal responses were not as thorough as Morris & McDaniel which resulted in them receiving lower scores.

The evaluation committee concluded that the proposal submitted by **Morris & McDaniel** be recommended based upon the vendor receiving the highest overall average score, providing a detailed scope of work which thoroughly demonstrated the company's ability to furnish all required services requested in the RFP, and the proposed cost is considered competitive.

A copy of the department's recommendation letter is attached.


Please indicate your approval or disapproval of this selection in the space provided below:

APPROVED: ✓

APPROVED WITH CHANGES: _____

DISAPPROVED: _____

DATE: 12-9-15


Mark H. Luttrell, Jr., Mayor

cc: Steve Leach, SCSO – CAO
Floyd Bonner, SCSO – Chief Deputy
Mary Barkley, SCSO – Human Resources Manager
Shirley Curtis, SCSO – Purchasing Manager

Issued by: Debra Louis, Buyer